

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all fire and emergency medical calls, supervises driving of fire apparatus, and directs the positioning of the fire apparatus at the fire or emergency scene. Directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher, performing size-up of an emergency scene, and observing and responding to changes in fireground conditions. Sets up the fireground perimeter for crowd and traffic control. Performs firefighting operations and supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, and salvage and overhaul. Supervises and performs emergency medical services such as basic first aid, CPR, and first responder services. Supervises the handling of hazardous materials. Serves as fire safety officer. Maintains communications between the fire scene and other authorized personnel, calling for assistance when needed.

Manages and supervises the operation of a group of fire suppression personnel for one shift by performing such duties as issuing orders and assigning work or duty areas, inspecting appearances of personnel and equipment, reviewing written reports, and delegating authority as allowed. Provides assistance to subordinates in technical areas of work. Oversees the work performance by subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Counsels employees

who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Personally trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Conducts drills and evolutions.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills. Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Testifies in court when required.

Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city improve ISO ratings. Evaluates the efficiency of response units following emergency incidents.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports as required. Compiles data and writes reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator by the closing date for application to the board.

Must possess certification as Firefighter I, Firefighter II, Driver/Operator, Fire Service Instructor I, Fire Investigator I, Hazardous Materials I, Hazardous Materials II, Fire Officer I, immediately preceding closing date for application to the board.

The above certifications must be from the Louisiana Firefighter Certification Program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must possess Nationally Registered Emergency Medical Technician Basic, and American Heart Association certified in CPR, immediately preceding closing date for application to the board.